DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-159

Page 1 of 4

Agency

City of Frederick - Department of Public Works

Division/Unit

Grounds Maintenance

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Item No	Description		Retention	
	General records for all DPW departments - first thr	ee pag	es	
1	Bids and submittals	Retain for 3 years after bid is granted, then destroy.		
2	Budget information		Retain for 3 years then destroy.	
3	Calendars		Retain for 3 years, then destroy.	
4	Capital improvement project	Retain until project is complete, plus 3 years and until all audit requirements have been met, then destroy.		
5	Check requests/requisitions		Retain for 1 year, then destroy.	
6	Complaints (except for Water/Sewer - Lights)	Retain until complaint is resolved, plus 3 years, then destroy.		
7	Contract/agreements		Retain for contract/agreement life, plus 4 years, then destroy.	
8	Correspondence Equipment/Materials		Retain life of ownership of equipment, plus 4 years if contract or agreement is contained in file, then destroy.	
9	Job Descriptions		Retain until updated or superceded, then destroy.	
Approved	by Department, Agency or Division Representative	Sche	dule Authorized by State Archivist	
Date	December 6, 2001	Date	JAN 0 8 2002	
Signature	Sita Dingson	Sign	atweller figurper	
Type Nan	ne Eva Simpson		·	
Title DP	W Administrative Assistant		·	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-159

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Item No	Description	Retention
10	Job Interviews	Retain for 1 year not hired for jobs of a permanent nature, then destroy. Retain for 90 days for a job of a temporary nature, then destroy. Retain for 2 years for a job involving Federal contracts, then destroy.
11	Job Reports (for billing)	Retain for 2 years, then destroy.
12	Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.
13	Minutes	Original committee minutes – screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. Retain copies for five years, then destroy.
14	MSDS	Retain for 40 years after discontinued use of the specific chemical, then destroy.
15	Payroll	Retain for 3 years, then destroy.
16	Personnel	Transfer originals to Department Administrative Support until employee terminates, then transfer file immediately to Department Administrative Support who will forward to the Human Resources Department.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-159

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Item No	Description	Retention
17	Projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
18	Purchase orders	Retain for 1 year, then destroy.
19	Reference manuals	Retain until updated or superseded, then destroy.
	Special events	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
21	Telephone use report	Retain for 1 year, then destroy.
22	Timesheets	Retain for 3 years, then destroy
23	Vehicle information	Retain life of ownership of vehicle, then destroy. Transferred vehicle – transfer file to new department.
24	Work orders (except for Water & Sewer)	Retain until work is completed, plus 1 year, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-159

Page 4 of 4

(CONTINUATION SAEET)	
Description	Retention
Miss Utility Locates	Retain 1 year, then destroy
Irrigation system	Retain life of system, plus 4 years, then destroy
Pesticide information – spraying, price quotes, renewal applications (certifications)	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
Daily Inspection files	Retain 30 years, then destroy
Individual Park files	Retain life of park, plus 5 years, then send to Maryland State Archives
Tree files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
	Miss Utility Locates Irrigation system Pesticide information – spraying, price quotes, renewal applications (certifications) Daily Inspection files Individual Park files

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INSTRUCTIONS TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REWSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1. DECARIMENTIAGENCY FULL STATES			
CALL OF LARGEST	•	,	
DEFINITION - Records Series - A group of related reco	rds normally filed and used so a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Miss Utility	Locates	1998 10 Done	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Includ	e the purpose or function of the Series)	
		·	
		·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
D Letter Size	□ Alphabetical	D File Drawer(s) D Microfilm Reel (s)	
□ Legal Size □ Computer Tape	O Numerical	Computer Tape (s) Other (Specify)	
Bound Book		Number	
	Chronological	10. ANNUAL ACCUMULATION	
O Audio Tape O Video Tape	□ Geographical	□ File Orawer (s)	
C Other (Specify)	Other (Specify)	Microfilm Reel (s) Computer Tape(s)	
		Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
ct Daily D Weekly D Monthly	Month(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE7 (If yes, specify agency or office)	
•	U Yes	□ No	
		. =	
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
a Yes, a No	□ None □ State □	Federal 🗆 Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION		
describe any hardware/software)	Relain / then destr	nd.	
O Yes O No	Mar 1 71 2000 Com	V	
19 NAME AND COME OF BODANTE	20. TELEPHONE NUMBER	21. DATE / .	
19. NAME AND THE OF PREPARTE	rectificate nomber	21. DATE 10/5/00	
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	200 DON 275 - JESSUP, MART LAND 20/94	Page Of		
DEPARTMENTIAGENCY FULL STATES	DIVISION OPW	Trounds Maint.		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
Grigation System		1993 102000		
RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series)		
Contract, corres.				
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Q Letter Size	□ Alphabetical	File Drawer(s) D Microfilm Reel (s)		
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© Bound Book © Floppy Disk	□ Chronological	Number		
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		□ File Drawer (s) □ Microfilm Reel (s)		
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		O Other (Specify)		
		Number		
II. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
🛭 Daily 🖰 Weekly 🗀 Monthly	Number ·	Month(s)		
3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE7 (If yes, specify agency or office)		
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	O Yes			
15. ACCESS RESTRICTIONS (II yes, cile law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS			
D Yes, D No	□ None □ State □	Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	, , , , , , , , , , , , , , , , , , ,		
	Blockille of system, pl	us 44, then destroy.		
O Yes O No		•		
19. NAME AND HITE OFFREPARER	20. TELEPHONE NUMBER	21. DATE / /		
121 Koberto		21. DATE 10/5/00		

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.	Department of Public Works	PAGE <u>6</u> OF <u>6</u>				
jor each new or revisea recora series.	Grounds Maintenance Division					
	111 Airport Drive East Frederick, Maryland 21701					
1. Position	2. Division Grounds Mainte	onanca				
Secretary II	Grounds Manne	enance				
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as						
well as retention and disposition purpose						
4. Record Series Title	5. Earliest Year/Latest Y					
Daily Inspection Files		1997 to Current 1999				
	describe the types of information/doc	uments/forms found in the series.				
Include the purpose or function of the	series.)					
This is a checklist used to track work	done in the City's parks such as bath	room and pavillion inspections,				
equipment, grass mowed, trimming,	and trash pickup throughout the week	. .				
7. Record Series Format(s)	8. Record Series Filing Seq	uence 9. Volume				
■ Letter Size ☐ Microfilm	☐ Alphabetical					
☐ Legal Size ☐ Computer	•					
☐ Bound Book ☐ Floppy D	isk E Chronological	☐ Computer Tape(s) Number ☐ Other (specify)				
☐ Audio Tape ☐ Video Ta	_	10. Approximate Annaul				
☐ Other (specify)	☐ Other (specify)	Accumulation ☐ File Drawer(s)				
		☐ Microfilm Reel(s) ☐ Computer Tape(s)				
		Number Other (specify)				
11. File is Used	12.	File Becomes Inactive After				
☐ Daily ☐ Weekly ■	Monthly <u>Ind</u>	lefinite				
13. Current Location(s) (1	0	lecord Series Duplicated Elsewhere? es, specify agency or Office)				
DPW Ground	s Maintenance (Room 2)	☐ Yes ■ No				
15. Access Restrictions	16. Aud	it Requirements				
(If Yes, cite Law(s) & Regulation(s)	None					
17. Is an Index System Used?		18. Recommended Retention				
(If yes, explain briefly and describe any hard ☐ Yes ■ No	Jware/software) Inde	desting				
The Hansen Program was installed to enter critic	cal tree information into a data base.	destry				
19. Name and Title of Preparer	20. Telephone Number	21. Date				
Terry Clingan, Secretary II	(301) 360-3859	12-3-99				
		10/5/00				

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a sept for each new or revised record se	ries. <u> </u>	Department of Public Works Dunds Maintenance Division 111 Airport Drive East Frederick, Marylan	
Position Secretary II		2. Divisi Groun	on nds Maintenance
		up of related records norm	nally filed and used as a unit for reference as
well as retention and dispositi 4. Record Series Title	ion purposes.		5. Earliest Year/Latest Year
Individual Park Files			Prior to 1960 to Current 1999
All general corresponde 7. Record Series Format(s	ence relating to		rately to include blueprints in most cases. Filing Sequence 9. Volume
Letter Size	☐ Microfilm	Alphabetical	File Drawer(s)
☐ Legal Size	☐ Computer Tape	☐ Numerical	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Bound Book	☐ Floppy Disk	☐ Chronological	Number Other (specify)
☐ Audio Tape	☐ Video Tape	☐ Geographical	10. Approximate Annaul Accumulation
☐ Other (specify)		☐ Other (specify)	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
11. File is Used			12. File Becomes Inactive After
☐ Daily ■ Weekly	☐ Mont	hly	Indefinite ☐ Month(s) ☐ Year(s)
3. Current Location(s) (Bldg., Floor, Room) DPW Grounds Maintenance (Room 2)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) ☐ Yes No	
15. Access Restrictions			16. Audit Requirements
(If Yes, cite Law(s) & Regulation(s)		■ None □ State □ Federal □ Independent	
17. Is an Index System Used? (If yes, explain briefly and des	cribe any hardware/s	software)	18. Recommended Retention Between lefe of park pl Indofinite 57, Then send a 21. Date
19. Name and Title of Preparer		20. Telephone Number	21. Date
Terry Clingan, Secretary II		(301) 360-3859	12-3-99 5 J v D

RECORDS INVENTORY THE CITY OF FREDERICK

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1. Position		2. Divisi	on		
Secretary II		Grour	nds Maintenance		
DEFINITION - RECORD S	SEDIES A group	of related records nor	nally filed and used a	ng a unit for raf	Propos as
well as retention and dispositi		of related records north			
4. Record Series Title			5.	Earliest Year	/Latest Year
Tree Files				rior to 1960 to	Current 1999
Some arcmens	.l				
6. Record Series description Include the purpose or fund			nation/documents/fo	orms found in	the series.
These files contain applicat	ions for planting	, applications for ren	noval, tree trimmin	g contracts, to	ree permits and
general tree correspondence	e. These files are	also set up in the Ha	ansen Data Base for	r data entry o	n
maintenance.					
7. Record Series Format(s)		8. Record Series F	Filing Sequence	9. Volum	2
Letter Size	☐ Microfilm	Alphabetical			
☐ Legal Size	Computer Tape	☐ Numerical			le Drawer(s) licrofilm Reel(s)
		☐ Chronological			omputer Tape(s) ther (specify)
	☐ Video Tape	☐ Geographical		10. Approxim	
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11. File is Used			12. File Beco	omes Inactive	After
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13. Current Location(s)		Floor, Room)	14. Is Record Ser (If yes, specif	-	1
DPW .	Grounds Mainter	nance (Room 2)	. 🗆 Y	(es	® No
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(If Yes, cite Law(s) & Regular	ion(s)			□ Federal □	•
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) Yes \(\Boxed{\text{No}} \) No		tware)	18. further fisca permanently document the	il, legal or opera any material t ne origin, devel	opment and
The Hansen Program was installed	to enter critical tree in	formation into a data base.		ments of the det to the MD Stat	partment. Transfer e Archives
19. Name and Title of Preparer		20. Telephone Number	آر ر _{ه ج}	,)	ľ
Terry Clingan, Secretary II		(301) 360-3859	1915	12-3	.99